



375th Air Mobility Wing Public Affairs
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Thank you for your interest in visiting Scott Air Force Base. Tours of the base are provided to various community organizations, high schools, businesses, and academic military recruitment programs (JROTC/ROTC) to educate their members about the missions of Scott AFB.

General Tour Information

Tours are offered Tuesday through Thursday and will not exceed four hours to include a one-hour lunch break, if desired. Requests for tours on other weekdays will be considered and supported as manpower and mission requirements allow. Tours are not offered on the weekends.

Requests for base tours must be submitted to the 375th Air Mobility Wing Public Affairs Office no later than four weeks prior to the desired tour date. Requests are given equal consideration and are granted on a first-requested, first-served basis.

All tours may be cancelled at any time due to increased security measures or to meet mission requirements. Confirmations will be provided three to two weeks prior to the tour date.

Requirements

Size: Due to the logistics of room capacity, parking availability, and mode of transportation, tours are limited to a minimum of 25 and a maximum of 45 participants (or the passenger capability of one commercial bus). To maximize our ability to outreach to a variety of audiences, requests to split tours into two days or two smaller groups cannot be accommodated.

Transportation: Organizations must provide their own transportation. Tours are limited to one bus. Due to current security measures, requests to use multiple vehicles cannot be accommodated.

Meals: Requests for lunch arrangements must be made, scheduled, and coordinated by the requester. Options include the Scott Club, Cardinal Creek Golf Course, Pronto's Pizza, the Bowling Center, the Exchange Food Court, and for ROTC and JROTC detachments only the Nightingale Inn Dining Facility. For more information about on-base restaurants go to: www.375fss.com. Click on "Eats & Entertainment" link on the far right.

Age: The military mission takes precedence over tour requests. To maximize our ability to outreach, educate, and inform, tours are targeted to groups and individuals with wide-spheres of public influence, to future servicemembers (ROTC cadets), and to potential military recruits (JROTC cadets and high school students). As such, tours are offered to adults and children aged 14 or older.

Mobility: Modified tours may be granted to those with limited mobility. However, mobility limitations must be stated on the request. If not stated, it is assumed that mobility is not an issue.

**Scott Air Force Base
Tour Request Form**

1. Organization:
2. Primary Tour Date: Alternate Tour Date:
3. Name of Requester:
4. Requester's Phone Number:
5. Requester's E-mail Address:
6. Requester's Mailing Address:
7. Anticipated Arrival Time: Anticipated Departure Time:
8. Total Number in Group: Age Range of Group Members:
9. Mobility Limitations (if any):
10. Purpose for Visit:
11. Anything Specific the Group Would Like to See:
12. Mode of Transportation Being Used:

13. List of Visitors, Mandatory Requirement

Per base security regulations, all visitors must be pre-identified and undergo a background check. A list of all tour participants to include bus driver and escorts must be provided to the 375th Public Affairs office no later than two weeks prior to the confirmed tour date. Tours may be cancelled if a list is not provided. List must include:

- Individual's full name (first, middle initial, and last name)
- Date of birth
- Driver's license number and state of issue (Example: IL S123-123-1234)
- For minors without driver's license, please provide full name and date of birth. Please label individuals as minors as applicable.

COMMENTS:

Having filled out the following form, I understand requests for tours do not equate to a guarantee of support. Further, I understand scheduled tours may be canceled or postponed with little to no notice due to heightened security measures or mission requirements.

I am responsible for transportation in keeping with the one commercial-size bus limit and for arranging all meals during my tour. I will provide a list of visitors two weeks prior to the confirmed tour date.

Signature of Requester:
Date of Request: